



## CITY OF HOUSTON

### Historic Site Tax Exemption (Ordinance 2015-967)

**Application Deadline: September 1<sup>st</sup>**

### **Requirements Checklist for Applicants**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**APPLICANTS: Please make sure to submit following documents with your application.**

- ☐ **Complete, signed, notarized application**
- ☐ **Restoration/Preservation Expenditures**
  - ☐ **Excel Summary Sheet** (Itemized accounting of eligible costs, shown as distinct from any ineligible costs, associated with any interior and exterior construction for which tax exemption is sought)
  - ☐ **Proof of Expenditures/Restoration** (describe the work done) such as invoices, General Contractor Agreement (Notarized).
  - ☐ **Proof of Payment:**
    - Cancelled checks
    - Bank statement with copy of non-cancelled check
    - Credit card receipts
    - Notarized statement from General Contractor stating payment in full
    - Statement of Building fund from which payments are drawn
- ☐ **Warranty Deed / Deed of Trust**
- ☐ **City Council Resolution** (from COH Planning Dept.)

Type: Historic Landmark, Landmark & Protected Landmark; Historic District
- ☐ **Certificate of Appropriateness** (from COH Planning Dept., only needed for exterior work/additions)
- ☐ **Photographs-** Before and After (Digital preferred)

**Contact:**

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